FOI File Opening/Closing Worksheet

File Opening Details   (complete this section upon opening file)

File name: _____   File number: _____   Date received:[1] _____

Source of request (check <u>one</u>):   ☐ Direct from requestor   ☐ Transferred/forwarded here

Type of request (check <u>one</u>):
☐   Personal Information Access Request   ☐   General Records Access Request
☐   Correction and/or Statement of Disagreement **→ If so, SKIP AHEAD to the bottom of page 2.**

Source of FOI request / type of requestor (check <u>one</u>):
☐   Individual/Public   ☐   Association/Group
☐   Individual by Agent   ☐   Media
☐   Business   ☐   Government (All Levels)
☐   Academic/Researcher   ☐   Other

FOI File Closing Details   (to complete upon closing file)   Date closed: _____

Reason for closing (check <u>one</u>):   ☐ Request completed [2]
☐ Transferred/forwarded   **→ If so, STOP. Worksheet is complete.**

Time taken to complete request (check <u>one</u>): [3]
☐   30 days or less   ☐   61-90 days
☐   31-60 days   ☐   91 days or longer

Which of the following were issued for this file (check <u>neither</u>, <u>one</u>, or <u>both</u> as applicable):
☐   Notice of Extension   ☐   Notice of Affected Person

Was the request completed within the time permitted? [4]
☐   Yes   ☐   No

Disposition of request (check <u>one</u>):
☐   All information disclosed   ☐   No responsive records exist
☐   Information disclosed in part   ☐   Request withdrawn, abandoned or non-
☐   No information disclosed   jurisdictional

[Worksheet continues on next page]

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[1] This is the date on which a valid request was first received. If a valid request was transferred or forwarded here from another institution, this is the date on which the request was first received by the other institution.

[2] For an access request, "completed" can mean a decision letter issued, or the file was withdrawn, abandoned, or rejected, etc.

[3] The time between the issuance of a fee estimate/interim decision letter and the deposit being paid is not included when calculating the number of days to complete a request.

[4] i.e., within 30 days if neither a notice of extension or a notice of affected person was issued, otherwise, within the time limit permitted under the notice of extension and/or the notice of affected person

Exemptions Applied (check <u>as many as apply</u>):

- ☐ Draft Bylaws, etc. (s.6)
- ☐ Advice or Recommendations (s.7)
- ☐ Law Enforcement (s.8) *(does not include s.8(3))*
- ☐ Refusal to Confirm or Deny (s.8(3))
- ☐ Civil Remedies Act, 2001 (s.8.1)
- ☐ Prohibiting Profiting from Recounting Crimes Act, 2002 (s.8.2)

- ☐ Relations with Other Governments (s.9)
- ☐ Third Party Information (s.10)
- ☐ Economic/Other Interests (s.11)
- ☐ Solicitor-Client Privilege (s.12)
- ☐ Danger to Safety or Health (s.13)
- ☐ Personal Privacy (Third Party) (s.14) [6] *(does not include s.14(5))*
- ☐ Refusal to Confirm or Deny (s.14(5))

- ☐ Information Soon to be Published (s.15)
- ☐ Frivolous or Vexatious (s.20.1)
- ☐ Personal Information (Requester) (s.38) [5]
- ☐ Act Does Not Apply (s.52) *(does not include s.52(3))*
- ☐ Labour Relations & Employment. etc. (s. 52(3))
- ☐ Other Acts (s.53)
- ☐ PHIPA Section 8(1) applies

Fees:

Application Fees Collected:	☐ $5.00	☐ Other: _____
Additional Fees Collected:	☐ None	☐ Other: _____
Fees Waived:	☐ None	☐ Other: _____

Were additional fees collected for any of the following reasons (check <u>as many as apply</u>):

- ☐ Search Time [6]
- ☐ Reproduction
- ☐ Preparation [6]

- ☐ Shipping
- ☐ Computer Costs
- ☐ Invoice Costs (and others as permitted)

For <u>completed</u> corrections and/or statements of disagreement ONLY

Reason for closing (check <u>one</u>):   Date closed: _____

- ☐ Correction made in whole
- ☐ Correction made in part

- ☐ Correction request refused
- ☐ Correction request withdrawn by req.

Was a statement of disagreement attached to the relevant record?   ☐ Yes   ☐ No

Number of correction/disagreement notifications sent: ☐ None   ☐ Other: _____

[End of worksheet]

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[5] Applies only to personal information access requests (not to general records requests).

[6] Applies only to general records access requests (not to personal information requests).